webTA 3.5

Validation Messages

Version 1.0

Document History

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Contents

webTA 3.5 Validation Messages

Introduction

This is a list of error and warning messages generated by webTA during the validation process. Employees or their Timekeepers perform validations. The process checks the consistency of the T&A data with federal and agency policies.

There are two classes of validations, error and warnings. Errors are items that webTA can determine are conclusively incorrect and must be corrected before the T&A record can be validated and submitted to payroll. Warnings are things that should be checked, but are not necessarily problems.

A number of the messages include variable data that is identified in angled brackets, < and >. For example, a message may indicate that a particular transaction code is not valid for the pay plan identified in the T&A. There may be many transaction codes that are invalid for the pay plan. The actual transaction code, such as Annual Leave, would be shown in the message generated.

Timekeeper accounts validation messages

Message	**Warning**: Accounts cannot be validated because timekeeper has not yet been assigned to an agency.
Description	With external account validations, the account structures are validated based on the employee's timekeeper agency. If the timekeeper's agency has not been set, the validation cannot be performed. This validation requires customization to be implemented.
Action	Edit the timekeeper's employee profile and set there organization to a valid agency. If desired, use the search button to obtain a list of valid agencies and organizations

Message	**Warning**: Account <Account> is not an established accounting structure for your agency.
Description	This only applies to agencies with customized external account validations.
Action	Modify the T&A transaction to select an account which conforms to your agencies accounting structure.

Leave validation messages

Message	**Warning:** Leave taken is less than approved leave amount for the pay period.
Description	For the current pay period, the amount of accrued annual leave reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or accrued annual leave transaction on the T&A data entry page can be modified to match.

Message	**Error:** Leave taken is greater than approved leave amount for the pay period.
Description	For the current pay period, the amount of accrued annual leave reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the accrued annual leave transaction of the T&A record to match the amount on the Leave request. Or modify the leave request to match the amount on the accrued annual leave transaction of the T&A record.

Message	**Error:** There is a payroll transaction for accrued annual leave with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for accrued annual leave but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the accrued annual leave transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Warning:** Leave taken as restored annual leave is less than approved leave amount for the pay period.
Description	For the current pay period, the amount of restored annual leave reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or restored annual leave transaction on the T&A data entry page can be modified to match.

Message	**Error:** Leave taken as restored annual leave is greater than approved leave amount for the pay period.
Description	For the current pay period, the amount of restored annual leave reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the restored annual leave transaction of the T&A record to match the amount on the Leave request. Or modify the leave request to match the amount on the restored annual leave transaction of the T&A record.

Message	**Error:** There is a payroll transaction for restored annual leave with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for restored annual leave but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the restored annual leave transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Warning:** Leave taken as advanced annual leave is less than approved leave amount for the pay period.
Description	For the current pay period, the amount of advanced annual leave reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or advanced annual leave transaction on the T&A data entry page can be modified to match.

Message	**Error:** Leave taken as advanced annual leave is greater than approved leave amount for the pay period.
Description	For the current pay period, the amount of advanced annual leave reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the advanced annual leave transaction of the T&A record to match the amount on the Leave request. Or modify the leave request to match the amount on the advanced annual leave transaction of the T&A record.

Message	**Error:** There is a payroll transaction for advanced annual leave with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for advanced annual leave but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the advanced annual leave transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Warning:** Leave taken as accrued sick leave is less than approved leave amount for the pay period.
Description	For the current pay period, the amount of accrued sick leave reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or accrued sick leave transaction on the T&A data entry page can be modified to match.

Message	**Error:** Leave taken as accrued sick leave is greater than approved leave amount for the pay period.
Description	For the current pay period, the amount of accrued sick leave reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the accrued sick leave transaction of the T&A record to match the amount on the Leave request. Or modify the leave request to match the amount on the accrued sick leave transaction of the T&A record.

Message	**Error:** There is a payroll transaction for accrued sick leave with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for accrued sick leave but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the accrued sick leave transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Warning:** Leave taken as advanced sick leave is less than approved leave amount for the pay period.
Description	For the current pay period, the amount of advanced sick leave reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or advanced sick leave transaction on the T&A data entry page can be modified to match.

Message	**Error:** Leave taken as advanced sick leave is greater than approved leave amount for the pay period.
Description	For the current pay period, the amount of advanced sick leave reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the advanced sick leave transaction of the T&A record to match the amount on the Leave request. Or modify the leave request to match the amount on the advanced sick leave transaction of the T&A record.

Message	**Error:** There is a payroll transaction for advanced sick leave with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for advanced sick leave but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the advanced sick leave transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Warning:** Leave taken as compensatory time off is less than approved leave amount for the pay period.
Description	For the current pay period, the amount of compensatory time off reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or compensatory time off transaction on the T&A data entry page can be modified to match.

Message	**Error:** Leave taken as compensatory time off is greater than approved leave amount for the pay period.
Description	For the current pay period, the amount of compensatory time off reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the compensatory time off transaction of the T&A record to match the amount on the Leave request. Or modify the leave request to match the amount on the compensatory time off transaction of the T&A record.

Message	**Error:** There is a payroll transaction for compensatory time off with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for compensatory time off but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the compensatory time off transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Warning:** Leave taken as leave without pay is less than approved leave amount for the pay period.
Description	For the current pay period, the amount of leave without pay reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or leave without pay transaction on the T&A data entry page can be modified to match.

Message	**Error:** Leave taken as leave without pay is greater than approved leave amount for the pay period.
Description	For the current pay period, the amount of leave without pay reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the leave without pay transaction of the T&A record to match the amount on the Leave request. Or modify the leave request to match the amount on the leave without pay transaction of the T&A record.

Message	**Error:** There is a payroll transaction for leave without pay with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for leave without pay but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the leave without pay transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Error:** There is a payroll transaction for overtime with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for overtime but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the overtime transaction from the T&A record or submit, and have the Supervisor approve, a leave request for the leave.

Message	**Warning:** Compensatory time earned taken is less than approved amount for the pay period.
Description	For the current pay period, the amount of Compensatory time reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the premium pay request and/or Compensatory time transaction on the T&A data entry page can be modified to match.

Message	**Error:** Compensatory time earned taken is greater than approved amount for the pay period.
Description	For the current pay period, the amount of Compensatory time earned reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the Compensatory time earned transaction of the T&A record to match the amount on the premium pay request. Or modify the premium pay request to match the amount on the Compensatory time earned transaction of the T&A record.

Message	**Error:** There is a payroll transaction for compensatory time earned with no corresponding premium pay request.
Description	The employees T&A record contains a transaction for compensatory time earned but no premium pay request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Either remove the compensatory time earned transaction from the T&A record or submit, and have the Supervisor approve, a premium pay request for the leave.

Message	**Warning:** Religious comp time earned taken is less than approved amount for the pay period.
Description	For the current pay period, the amount of religious comp time reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the premium pay request and/or religious comp time transaction on the T&A data entry page can be modified to match.

Message	**Error:** Religious comp time earned taken is greater than approved amount for the pay period.
Description	For the current pay period, the amount of religious comp time earned reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the religious comp time earned transaction of the T&A record to match the amount on the premium pay request. Or modify the premium pay request to match the amount on the religious comp time earned transaction of the T&A record.

Message	**Error:** There is a payroll transaction for religious comp time earned with no corresponding premium pay request.
Description	The employees T&A record contains a transaction for religious comp time earned but no premium pay request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Remove the religious comp time earned transaction from the T&A record or submit, and have the Supervisor approve, a premium pay request.

Message	**Warning:** Religious comp time used taken is less than approved amount for the pay period.
Description	For the current pay period, the amount of religious comp time reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the premium pay request and/or religious comp time transaction on the T&A data entry page can be modified to match.

Message	**Error:** Religious comp time used taken is greater than approved amount for the pay period.
Description	For the current pay period, the amount of religious comp time earned reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the religious comp time earned transaction of the T&A record to match the amount on the premium pay request. Or modify the premium pay request to match the amount on the religious comp time earned transaction of the T&A record.

Message	**Error:** There is a payroll transaction for religious comp time used with no corresponding leave request.
Description	The employees T&A record contains a transaction for religious comp time used but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Remove the religious comp time used transaction from the T&A record or submit, and have the Supervisor approve, a leave request.

Message	**Warning:** Military emergency leave taken is less than approved amount for the pay period.
Description	For the current pay period, the amount of military emergency leave taken reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or military emergency leave taken transaction on the T&A data entry page can be modified to match.

Message	**Error:** There is a payroll transaction for military emergency with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for Military emergency leave taken but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Remove the military emergency leave taken transaction from the T&A record or submit, and have the Supervisor approve, a leave request.

Message	**Warning:** Other paid absence taken is less than approved amount for the pay period.
Description	For the current pay period, the amount of other paid absence taken reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or Other paid absence taken transaction on the T&A data entry page can be modified to match.

Message	**Error:** Other paid absence taken is greater than approved amount for the pay period.
Description	For the current pay period, the amount of Other paid absence reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the Other paid absence transaction of the T&A record to match the amount on the leave request. Or modify the leave request to match the amount on the other paid absence earned transaction of the T&A record.

Message	**Error:** There is a payroll transaction for other paid absence with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for other paid absence but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Remove the other paid absence transaction from the T&A record or submit, and have the Supervisor approve, a leave request.

Message	**Warning:** Time off-incentive award taken is less than approved amount for the pay period.
Description	For the current pay period, the amount of time off-incentive award taken reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or Time off-incentive award taken transaction on the T&A data entry page can be modified to match.

Message	**Error:** Time off-incentive award taken is greater than approved amount for the pay period.
Description	For the current pay period, the amount of time off-incentive award reported on the time sheet is greater than the amount requested. The employees T&A record cannot be validated until the error is corrected.
Action	Modify the time off-incentive award transaction of the T&A record to match the amount on the leave request. Or modify the leave request to match the amount on the time off-incentive award transaction of the T&A record.

Message	**Error:** There is a payroll transaction for time off-incentive award with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for time off-incentive award but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Remove the Time off-incentive award transaction from the T&A record or submit, and have the Supervisor approve, a leave request.

Message	**Warning:** OWCP injury leave taken is less than approved amount for the pay period.
Description	For the current pay period, the amount of OWCP injury leave taken reported on the time sheet is less than the amount requested.
Action	Since the message is a warning, the T&A can be validated by the employee or timekeeper. Also, the leave request and/or OWCP injury leave taken transaction on the T&A data entry page can be modified to match.

Message	**Error:** There is a payroll transaction for owcp - injury leave with no corresponding approved leave request.
Description	The employees T&A record contains a transaction for owcp - injury leave but no leave request has been submitted or, if submitted, has not been approved by the Supervisor. The employees T&A record cannot be validated until the error is corrected.
Action	Remove the owcp - injury leave transaction from the T&A record or submit, and have the Supervisor approve, a leave request.

Message	**Warning:** There is an approved leave request for accrued annual leave with no corresponding payroll transaction.
Description	The employee has submitted a leave request for accrued annual leave but has not included an annual leave transaction on their T&A record.
Action	Enter an annual leave transaction on the T&A data entry page or re-sent the approved leave request.

Message	**Warning:** There is an approved leave request for accrued annual leave, but advanced annual leave was taken.
Description	The employee has submitted a leave request for accrued annual leave, and has entered an annual leave transaction on their T&A data entry page, but their leave forward balance is less than or equal to zero.
Action	Have the supervisor disapprove the leave request. Then have the employee edit the request and change the transaction type to advanced annual leave. Resubmit the leave request for supervisor approval. Once, approved the employee T&A record will validate.

Message	**Warning:** There is an approved leave request for restored annual leave with no corresponding payroll transaction.
Description	The employee has submitted a leave request for restored annual leave but has not included a restored annual leave transaction on their T&A record.
Action	Enter a restored annual leave transaction on the T&A data entry page or re-send the approved leave request.

Message	**Warning:** There is an approved leave request for advanced annual leave with no corresponding payroll transaction.
Description	The employee has submitted a leave request for advanced annual leave but has not included an advanced annual leave transaction on their T&A record.
Action	Enter an advanced annual leave transaction on the T&A data entry page or re-send the approved leave request.

Message	**Warning:** There is an approved leave request for advanced annual leave, but accrued annual leave was taken.
Description	The employee has submitted a leave request for advanced annual leave, and has entered an annual leave transaction on their T&A data entry page, but their leave balance is greater than or equal to zero.
Action	Have the supervisor disapprove the leave request. Then have the employee edit the request and change the transaction type to accrued annual leave. Resubmit the leave request for supervisor approval. Once, approved the employee T&A record will validate.

Message	**Warning:** There is an approved leave request for accrued sick leave with no corresponding payroll transaction.
Description	The employee has submitted a leave request for accrued sick leave but has not included a sick leave transaction on their T&A record.
Action	Enter a sick leave transaction on the T&A data entry page or re-send the approved leave request.

Message	**Warning:** There is an approved leave request for accrued sick leave, but advanced sick leave was taken.
Description	The employee has submitted a leave request for accrued sick leave, and has entered a sick leave transaction on their T&A data entry page, but their sick leave forward balance is less than or equal to zero.
Action	Have the supervisor disapprove the leave request. Then have the employee edit the request and change the transaction type to advanced sick leave. Resubmit the leave request for supervisor approval. Once, approved the employee T&A record will validate.

Message	**Warning:** There is an approved leave request for advanced sick leave with no corresponding payroll transaction.
Description	The employee has submitted a leave request for advanced sick leave but has not included a sick leave transaction on their T&A record.
Action	Enter a sick leave transaction on the T&A data entry page or re-send the approved leave request.

Message	**Warning:** There is an approved leave request for advanced sick leave, but accrued sick leave was taken.
Description	The employee has submitted a leave request for advanced sick leave, and has entered a sick leave transaction on their T&A data entry page, but their sick leave forward balance is greater than or equal to zero.
Action	Have the supervisor disapprove the leave request. Then have the employee edit the request and change the transaction type to accrued sick leave. Resubmit the leave request for supervisor approval. Once, approved the employee T&A record will validate.

Message	**Warning:** There is an approved leave request for compensatory time off with no corresponding payroll transaction.
Description	The employee has submitted a leave request for compensatory time off but has not included a compensatory time off transaction on their T&A record.
Action	Enter a compensatory time off transaction on the T&A data entry page or re-send the approved leave request.

Message	**Warning:** There is an approved leave request for other paid absence with no corresponding payroll transaction.
Description	The employee has submitted a leave request for other paid absence but has not included another paid absence transaction on their T&A record.
Action	Enter a other paid absence transaction on the T&A data entry page or re-send the approved leave request.

Message	**Warning:** There is an approved leave request for leave without pay with no corresponding payroll transaction.

Description	The employee has submitted a leave request for leave without pay but has not included a leave without pay transaction on their T&A record.
Action	Enter a leave without pay transaction on the T&A data entry page or re-send the approved leave request.

Message	**Warning:** There is an approved premium pay request for overtime with no corresponding payroll transaction.
Description	The employee has submitted a premium pay request for overtime but has not included an overtime transaction on their T&A record.
Action	Enter a overtime transaction on the T&A data entry page or re-send the approved premium pay request.

Message	**Warning:** There is an approved premium pay request for compensatory time earned with no corresponding payroll transaction.
Description	The employee has submitted a premium pay request for compensatory time earned but has not included a compensatory time earned transaction on their T&A record.
Action	Enter a compensatory time earned transaction on the T&A data entry page or re-send the approved premium pay request.

Message	**Warning:** There is an approved premium pay request for religious comp time earned with no corresponding payroll transaction.
Description	The employee has submitted a premium pay request for religious comp time earned but has not included a religious comp time earned transaction on their T&A record.
Action	Enter a religious comp time earned transaction on the T&A data entry page or re-send the approved premium pay request.

Message	**Warning:** There is an approved premium pay request for religious comp time used with no corresponding payroll transaction.
Description	The employee has submitted a premium pay request for religious comp time used but has not included a religious comp time used transaction on their T&A record.
Action	Enter a religious comp time used transaction on the T&A data entry page or re-send the approved premium pay request.

Message	**Warning:** There is an approved leave request for military regular with no corresponding payroll transaction.
Description	The employee has submitted a leave request for military regular but has not included a military regular transaction on their T&A record.
Action	Enter a military regular transaction on the T&A data entry page or re-send the approved premium pay request.

Message	**Warning:** There is an approved leave request for military emergency with no corresponding payroll transaction.
Description	The employee has submitted a leave request for military emergency but has not included a military emergency transaction on their T&A record.
Action	Enter a military emergency transaction on the T&A data entry page or re-send the approved premium pay request.

Time and Attendance Validation Messages

Message	**Error:** This record is ON HOLD. If you need to validate this record remove the HOLD.
Description	The T&A Profile for the current pay period has the ON HOLD check box set. When an employee is on-hold the verification, certification and build processes of webTA ignore their record. No records are sent to payroll for processing for on-hold employees.
Action	Deselect the ON HOLD check box in the employees current T&A Profile.

Message	**Error:** SSN <SSN Number> is not unique in the webTA employee data
Description	Indicates that more than one employee profile contains the indicated social security number.
Action	Under the Administrator role, search for employees by SSN. Modify each employee's employee profile, changing their SSN to a unique value.

Message	**Error:** Tour of Duty is INTERMITTENT: duty hours must be zero/blank
Description	Within the employees' current T&A profile, if the Duty Code is set to Intermittent, the Duty Hours field(s) must be blank or set to zero. This message also applies to employees who have a split T&A Profile.

Action	Edit the employees current T&A Profile and clear to Duty Hours field(s) or enter a value of zero in the field(s).

Message	**Error:** Full-time employee: duty hours must be 80
Description	Within the employees' current T&A Profile, if the Duty Code is set to Full Time, the Duty Hours field(s) must be set to 80. This message also applies to employees who have a split T&A Profile.
Action	Edit the employees current T&A Profile and enter a value of 80 hours into the Duty Hours field(s).

Message	**Error:** Part-time employee: duty hours must be less than 80
Description	Within the employees' current T&A Profile, if the Duty Code is set to Part Time, the Duty Hours field(s) must less than 80 hours. This message also applies to employees who have a split T&A Profile.
Action	Edit the employees current T&A Profile and enter a value that is less than 80 hours into the Duty Hours field(s).

Message	**Error:** full-time and part-time employees must have a WORK WEEK entered.
Description	Within the employees' current T&A Profile, if the Duty Code is set to Part Time or Full Time, the Work Week field must contain a non-blank value
Action	Edit the employees current T&A Profile and enter a value for the WORK WEEK field.

Message	**Error:** Status Start: Full-time and part-time employees must have a WORK WEEK entered.
Description	If employees' current T&A Profile is a dual T&A Profile, and the Duty Code in the status start section of the profile is set to Part Time or Full Time, the Work Week field for the status start section of the T&A Profile must contain a non-blank value
Action	Edit the employees current T&A Profile and enter a value for the WORK WEEK field in the status start section of the T&A Profile.

Message	**Error:** Full-time employees must have an alternative or compressed schedule

Description	Within the employees' current T&A Profile, if the Tour of Duty is set to Full Time, the value of the alternative schedule must be set to something other than "None".
Action	Edit the employees current T&A Profile and select an alternative schedule value that is not "None".

Message	**Error:** Intermittent employees cannot have an alternative work schedule
Description	Within the employees current T&A Profile, if the Tour Of Duty is set to Intermittent, The Alternative Schedule can only be set to Regular 8-hour Days.
Action	Edit the employees T&A Profile and select Regular 8-Hour Days for the Alternative Schedule.

Message	**Error:** Status Start: Full-time employees must have an alternative or compressed schedule
Description	If employees' current T&A Profile is a dual T&A Profile, and the Tour of Duty is set to Full Time, the value of the alternative schedule for the start status section must be set to something other than "None".
Action	Edit the employees current T&A Profile and in the status start section select an alternative schedule value that is not "None".

Message	**Error:** Status Start: Intermittent employees cannot have an alternative work schedule
Description	Within the employees current T&A Profile, if the Tour Of Duty is set to Intermittent in the starting status portion, The Alternative Schedule can only be set to Regular 8-hour Days.
Action	Edit the employees T&A Profile and in the starting status portion, select Regular 8-Hour Days for the Alternative Schedule.

Message	**Error:** STATE CODE cannot be blank and must be left-padded with zeros.
Description	The State code of the employees T&A Profile is either blank or has a length other than 2 characters.
Action	Edit the employees T&A Profile and select a valid state from the state pull-down list.

Message	**Error:** Status Start: STATE CODE cannot be blank and must be left-padded with zeros.'
Description	The State code in the starting status section of the employees Dual T&A Profile is either blank or has a length other than 2 characters.
Action	Edit the employees Dual T&A Profile and select a valid state from the State list in the starting status section of the page.

Message	**Error:** TOWN CODE cannot be blank and must be left-padded with zeros.
Description	The Town code of the employees T&A Profile is either blank or has a length other than 4 characters.
Action	Edit the employees T&A Profile and enter a value for the Town Code field. Note: The field must be exactly 4 characters long and should be left padded with zeros.

Message	**Error:** Status Start: TOWN CODE cannot be blank and must be left-padded with zeros.
Description	The Town code in the starting status section of the employees T&A Profile is either blank or has a length other than 4 characters.
Action	Edit the employees T&A Profile and enter a value for the Town Code field in the starting status section. Note: The field must be exactly 4 characters long and should be left padded with zeros.

Message	**Error:** UNIT CODE cannot be blank and must be left-padded with zeros.
Description	The UNIT CODE of the employees T&A Profile is either blank or has a length other than 2 characters.
Action	Edit the employees T&A Profile and enter a valid value from the UNIT CODE field.

Message	**Error:** Status Start: UNIT CODE cannot be blank and must be left-padded with zeros.
Description	The UNIT CODE in the starting status section of the employees Dual T&A Profile is either blank or has a length other than 2 characters.
Action	Edit the employees Dual T&A Profile and enter a valid value from the UNIT CODE field in the starting status section.

Message	**Error:** TIMEKEEPER CODE cannot be blank and must be left-padded with zeros.
Description	The TIMEKEEPER CODE of the employees T&A Profile is either blank or has a length other than 2 characters.
Action	Edit the employees T&A Profile and enter a valid value from the TIMEKEEPER CODE field.

Message	**Error:** Status Start: TIMEKEEPER CODE cannot be blank and must be left-padded with zeros.
Description	The TIMEKEEPER CODE in the starting status section of the employees Dual T&A Profile is either blank or has a length other than 2 characters.
Action	Edit the employees Dual T&A Profile and enter a valid value from the TIMEKEEPER CODE field in the starting status section.

Message	**Error:** Intermittent employees may not have Regular Scheduled Overtime.
Description	If the Tour of Duty is set to Intermittent in the employees current T&A Profile, than the RSO/Salary Cap can only be set to the following values; None May Exceed Sal. Cap.
Action	Edit the employees T&A Profile and select a valid value for the RSO/Salary Cap field.

Message	**Error:** Regular Scheduled Overtime must be none or Both Weeks with AWS variable Day/Week or 5/4/9.
Description	Within the employees current T&A Profile, if the Alternative Schedule is set to Compressed Work Schedule, the RSO/Salary Cap can only be set to None or Both Weeks.
Action	Edit the employees T&A Profile and set the RSO/Salary Cap value to either None or Both Weeks.

Message	**Error:** Status Start: Intermittent employees may not have Regular Scheduled Overtime.

Description	If the Tour of Duty is set to Intermittent in the starting status portion employees Dual T&A Profile, than the RSO/Salary Cap can only be set to the following values; • None • May Exceed Sal. Cap.
Action	Edit the employees T&A Profile and in the status starting section select a valid value for the RSO/Salary Cap field.

Message	**Error:** Status Start: Regular Scheduled Overtime must be none or Both Weeks with AWS variable Day/Week or 5/4/9.
Description	For a Dual T&A Profile, in the starting status section, if the Alternative Schedule is set to Compressed Work Schedule, the RSO/Salary Cap can only be set to None or Both Weeks.
Action	Edit the employees Dual T&A Profile and set the RSO/Salary Cap value to either None or Both Weeks in the starting status section.

Message	**Error:** Standby/AUO Week 1 and Week 2 values must be between 0 and 45
Description	Within the employees current T&A Profile, the fields Standby Hours/Week 1 and Standby Hours/Week 2 can only contain values that are between 0 and 45 hours
Action	Edit the employees T&A Profile and enter a value for the field Standby Hours/Week 1 and Standby Hours Week 2 that are between 0 and 45 hours.

Message	**Error:** When Standby/AUO values are not zero Standby Percent must be 1 to 99
Description	Within the employees T&A Profile, if the fields Standby Hours/Week 1 and Standby Hours/Week 2 contain a non-zero value, the Standby/AUO % field must contain a value that is between 1 and 99 percent.
Action	Edit the employees T&A Profile and enter a value for the Standby/AUO % field that is between 1 and 99 percent.

Message	**Error:** Standby/AUO Week 1 and Week 2 values must be between 0 and 45
Description	For a Dual T&A Profile, the fields Standby Hours/Week 1 and Standby Hours/Week 2 in the starting status section can only contain values that are between 0 and 45 hours

Action	Edit the employees Dual T&A Profile and enter a value for the field Standby Hours/Week 1 and Standby Hours Week 2 that are between 0 and 45 hours in the starting status section.

Message	**Error:** Status Start: When Standby/AUO values are not zero Standby Percent must be 1 to 99
Description	For a Dual T&A Profile, if the fields Standby Hours/Week 1 and Standby Hours/ Week 2 of the starting status section contain a non-zero value, the Standby/AUO % field of the starting status section must contain a value that is between 1 and 99 percent.
Action	Edit the employees Dual T&A Profile and in the starting status section enter a value for the Standby/AUO % field that is between 1 and 99 percent.

Message	**Error:** No agency id was specified
Description	Within the employees T&A Profile, the agency field has not been set to a valid value.
Action	Edit the employees T&A profile and select a valid agency from the agency drop-down list.

Message	**Error:** Status Start: No agency id was specified
Description	For a Dual T&A Profile, the agency field in the starting status section has not been set to a valid value.
Action	Edit the employees' Dual T&A profile and select a valid agency from the agency drop-down list in the starting status section.

Message	**Error:** Intermittent employees may not Restore from Default or use Exception Processing.
Description	Within the employees current T&A Profile, if the Tour Of Duty is set to Intermittent, the retain data field may not be set to Restore from Default or Exception Processing.
Action	Edit the employees T&A Profile and select either Restore from Default or Exception Processing for the Retain Data field.

Message	**Error:** Service Computation Date must be entered

Description	Within the employees T&A Profile, the Service Computation Date must contain a valid date.
Action	Edit the employees T&A Profile and enter a valid data for the Service Computation Date field.

Message	**Error:** Limit of 30 time in pay, dollar, and leave donation transactions exceeded.
Description	The number of transaction in the employees' current T&A record has exceeded 30.
Action	Edit the employees T&A record and remove transactions until the number of transactions is less than or equal to 30.

Message	**Error:** Limit of 6 other time transactions exceeded.
Description	The number of leave transaction in the employees' current T&A record has 6.
Action	Edit the employees T&A record and remove leave transactions until the number of transactions is less than or equal to 6.

Message	**Error:** Annual leave donated may not exceed the available balance.
Description	The amount of annual leave donated to a leave transfer program account cannot be greater than the employees current annual leave balance.
Action	Have the employees Supervisor revert the leave submission to pending, then have the employee edit the leave donation and enter a value that is less than their current annual leave balance.

Message	**Error:** Religious Comp time balance must be used before using annual leave.
Description	If the employees has entered transactions annual leave or annual leave – FMLA on their T&A record, and the employees does not have any use or loose annual leave, and the employees annual leave balance is greater that zero, the employee must use annual leave before using religious comp time.
Action	Edit the employees T&A record and change the religious comp time transaction to either annual leave or annual leave – FMLA.

Message	**Error:** Transaction 29-Credit Hrs Worked may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule.

Description	Within the employees T&A Profile, if the alternative schedule is set to Regular 8-Hour Days, the employee may not enter transaction 29-Credit Hrs Worked on their T&A Data Entry page.
Action	Edit the employees T&A Data Entry page and remove the transaction 29-Credit Hrs Worked.

Message	**Error:** Transaction 29-Credit Hrs Worked-TelWrk may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule.
Description	Within the employees T&A Profile, if the alternative schedule is set to Regular 8-Hour Days, the employee may not enter transaction 29-Credit Hrs Worked-TelWrk on their T&A Data Entry page.
Action	Edit the employees T&A Data Entry page and remove the transaction 29-Credit Hrs Worked.

Message	**Error:** Transaction 29-Credit Hrs Worked may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule. Ensure that it is not used during the Status End portion of the split T&A.
Description	For a Dual T&A Profile, if the alternative schedule is set to Regular 8-Hour Days in the status end portion, the employee may not enter transaction 29-Credit Hrs Worked on their T&A Data Entry page.
Action	Edit the employees T&A Data Entry page and remove the transaction 29-Credit Hrs Worked.

Message	**Error:** Transaction 29-Credit Hrs Worked-TelWrk may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule. Ensure that it is not used during the Status End portion of the split T&A.
Description	For a Dual T&A Profile, if the alternative schedule is set to Regular 8-Hour Days in the status end portion, the employee may not enter transaction 29-Credit Hrs Worked-TelWrk on their T&A Data Entry page.
Action	Edit the employees T&A Data Entry page and remove the transaction 29-Credit Hrs Worked.

Message	**Error:** Transaction 29-Credit Hrs Worked may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule. Ensure that it is not used during the Status Start portion of the split T&A.

Description	For a Dual T&A Profile, if the alternative schedule is set to Regular 8-Hour Days in the status start portion, the employee may not enter transaction 29-Credit Hrs Worked on their T&A Data Entry page.
Action	Edit the employees T&A Data Entry page and remove the transaction 29-Credit Hrs Worked.

Message	**Error:** Transaction 29-Credit Hrs Worked-TelWrk may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule. Ensure that it is not used during the Status Start portion of the split T&A.
Description	For a Dual T&A Profile, if the alternative schedule is set to Regular 8-Hour Days in the status start portion, the employee may not enter transaction 29-Credit Hrs Worked-TelWrk on their T&A Data Entry page.
Action	Edit the employees T&A Data Entry page and remove the transaction 29-Credit Hrs Worked.

Message	**Error:** Transaction <Transaction Code> must have a suffix code for Wage Grade Employees.
Description	For employees whose Pay Plan is set to one of the following: • WG Wage Grade Employee • WL Wage Leader • WS Wage Supervisor • XL Lithographic Leader • XP Lithographic Printer • XS Lithographic Supv. The transaction code listed in the error message requires that a suffix code be entered for the T&A entry.
Action	On the T&A data entry page, edit the transaction in question and enter a suffix code on the Edit Work Time Activity page.

Message	**Error:** Transaction <Transaction Code> must have a suffix code of 1,2,3 or 4 for Wage Grade Employees.
Description	For employees whose Pay Plan is set to one of the following: • WG Wage Grade Employee • WL Wage Leader • WS Wage Supervisor • XL Lithographic Leader • XP Lithographic Printer • XS Lithographic Supv. The transaction code listed in the error message requires that a suffix code of 1,2,3, or 4 be entered for the T&A entry.
Action	On the T&A data entry page, edit the transaction in question and enter a suffix code of 1,2,3 or 4 on the Edit Work Time Activity page.

Message	**Error:** Transaction <Transaction Code> must have a suffix code of 5,6 or 7 for Wage Grade Employees.
Description	For employees whose Pay Plan is set to one of the following: • WG Wage Grade Employee • WL Wage Leader • WS Wage Supervisor • XL Lithographic Leader • XP Lithographic Printer • XS Lithographic Supv. The transaction code listed in the error message requires that a suffix code of 5,6,or 7 be entered for the T&A entry.
Action	On the T&A data entry page, edit the transaction in question and enter a suffix code of 5,6 or 7 on the Edit Work Time Activity page.

Message	**Error:** On transaction <Transaction Code> suffix code is not valid for Wage Grade Employee.
Description	For employees whose Pay Plan is set to one of the following: • WG Wage Grade Employee • WL Wage Leader • WS Wage Supervisor • XL Lithographic Leader • XP Lithographic Printer • XS Lithographic Supv. The transaction code listed in the error message requires that a suffix code of 1,2,3,4,5,6 or 7 be entered for the transaction.
Action	On the T&A data entry page, edit the transaction in question and enter a suffix code of 1,2,3,4,5,6 or 7 on the Edit Work Time Activity page.

Message	**Error:** Transaction <Transaction Description> may not have suffix 2 for <pay plan description>.
Description	A suffix code of 2 is invalid for the combination of pay plan and transaction code described in the error message.
Action	Edit the T&A and remove the suffix code of 2 from the transaction in question.

Message	**Error:** Transaction <Transaction Description> may not have suffix 3 or 4 for <pay plan description>.
Description	A suffix code of 3 or 4 is invalid for the combination of pay plan and transaction code described in the error message.
Action	Edit the T&A and remove the suffix code of 3 or 4 from the transaction listed in the error message.

Message	**Error:** Only Full Time GS or Other employees may have suffix 3 or 4 on transaction <Transaction Description>.
Description	For employees whose pay plan is: • CG Corporate Grade • CM Corporate Management • E Executive Service • EM Executive Management • EX Executive Schedule And whose Tour of Duty is part time may use suffix code 3 or 4 for the transaction listed in the error message.
	Edit the T&A and remove the suffix code for the transaction listed in the error message.

Message	**Error:** Transaction <Transaction Description> may not have suffix code <suffix code number> for <pay plan description>.
Description	For the combination of pay plan and transaction code listed in the error message, the suffix code provided is not valid.
Action	Edit the T&A and remove the suffix code from the transaction in question.

Message	**Error:** Only up to four Major Cases and up to six distinct accounts can be used per day.
Description	For TURK employees, the employee is limited to using up to 4 major cases per day, and up to six distinct account numbers per day (Class Code, Major Case and Special Designator).
Action	The employee should make sure that they only have a maximum of 4 major cases or 6 distinct accounts for any given day.

Message	**Error:** Only employees who are AVP approved may charge to the AVP transaction code.
Description	The employee who was previously marked as AVP approved, and has entered an AUO/AVP transaction on their time sheet has since been reverted to non-AVP.
Action	The employee should remove the AUO/AVP transaction from the time sheet or the Master Timekeeper can mark the employee as AVP approved.

Message	**Error:** Only one Special Case may be billed to Comp time per day.
Description	The employee has enters comp time under multiple comp time transaction with different special cases, on a given day.
Action	The employee should adjust the transactions so as to use only one special case for comp time, per day.

Message	**Error:** Only one Special Case may be billed to Over time per day.
Description	The employee has enters comp time under multiple overtime transaction with different special cases, on a given day.
Action	The employee should adjust the transactions so as to use only one special case for overtime, per day.

Message	**Error:** FBI customization on the employee profile is undefined.
Description	The FBI specific fields on the employees T&A profile are not set or missing
Action	The Master Timekeeper should save the employees T&A Profile. If this does not correct the problem, contact Kronos Federal support.

Message	**Error:** Special Case <special case name> may not be used with Over Time transactions.
Description	The employee has included a special case on an overtime transaction that is not approved for their employee type for overtime
Action	The employee removes the special case from the overtime transaction or the HR Administrator modifies the special case to allow for inclusions on overtime transactions.

Message	**Error:** Special Case <special case name> may not be used with Comp Time transactions.
Description	The employee has included a special case on a comp time transaction that is not approved for their employee type for comp time. Note: Only support and wage board employees can bill special cases to comp time.
Action	The employee removes the special case from the comp time transaction or the HR Administrator modifies the special case to allow for inclusions on comp time transactions.

Message	**Error:** Cost Center may not be blank.
Description	The employee has entered a transaction on the time sheet that contains a blank cost center. This can only happen if the cost center on the employee T&A profile is blank or was blank.
Action	Edit the transaction so that the cost center is added. If the problem persists, have the Master Timekeeper edit the T&A Profile and enter a cost center code.

Message	**Error:** The cost center <cost center name> for the transaction <transaction name> does not match the cost center in the employee's profile.
Description	The cost center for the given transaction does not match the cost center in the employees T&A Profile.
Action	Either the employee must edit the transactions so the cost center gets updated to match the cost center in their T&A Profile, or the Master Timekeeper must edit the employee's T&A Profile so the cost center matches the one used on the time sheet.

Message	**Error:** Transaction <transaction name> does not have the required TURK data associated with it. Please select at least a Class Code for this transaction.
Description	This employee started the pay period as non-TURK, but became TURK after they entered their transactions OR the employee is TURK and Premium Pay lines were automatically populated on the time sheet after the Premium Pay request was approved by the Supervisor.
Action	The employee must edit the transaction(s) to add the relevant TURK data.

Message	**Error:** Transaction <transaction name> has TURK data associated with it. Please delete it and re-add it.
Description	This employee started the pay period as TURK but became non-TURK after they entered their transactions.
Action	The employee needs to edit the transaction(s) and save them – the TURK data will be removed in the process.

Account Validations

Message	**Error:** There must be as least one time in pay transaction when storing an account.
Description	If the Account Data Code field in the employee's T&A Profile is set to Store Account (NFC) or Store Account Locally, then a least one transaction must have been entered in the T&A Data entry page.
Action	Open the T&A data entry page and add a transaction to the T&A record.

Message	**Error:** All Time in Pay and Dollar Transactions must be charged to the same account when storing accounting.
Description	This message indicates that the persons T&A record contains more than one transaction and the transactions are using different account codes. If the Account Data Code field in the employee's T&A Profile is set to Store Account (NFC) or Store Account Locally, then all transaction entered into the T&A Data Entry page must use the same account code.
Action	Open the T&A data entry page and modify the transactions to use the same accounting code.

Message	**Error:** Account Data Code is set to use NFC stored account, but the NFC stored account does not exist – store an NFC account by using Store Account (NFC) for Account Data Code.
Description	Indicates that the employee's T&A Profile is configured to use NFC stored accounting but their T&A record contains a transaction that does not reference an NFC stored account.
Action	Since FDIC is not using stored accounting, edit the employee's T&A Profile and set the Account Data Entry field to "manual entry"

Message	**Error:** Account Data Code is set to use local stored account, but the local stored account does not exist – store a local account by using Store Account (local) for Account Data Code.
Description	Indicates that the employee's T&A Profile is configured to use NFC stored accounting but their T&A record contains a transaction that does not reference an NFC stored account.
Action	Since FDIC is not using stored accounting, edit the employee's T&A Profile and set the Account Data Entry field to "manual entry"

T&A Hours Validation

Message	**Error:** There must be payroll transactions unless oath of Office or Final Report.
Description	Indicated that the T&A spreadsheet contains no hours. This is an invalidate condition unless the oath of office or final report flag is set in the employee's T&A Profile.
Action	Edit the employee's T&A data and enter transactions and hours.

Message	**Error:** Base hours recorded cannot be less than Duty Hours. Base Hours <T&A Base Hours> Duty Hours: <T&A Profile Duty Hours>.
Description	Indicates that the number of total hours for the employee T&A is less than their T&A Profiles Duty Hours. T&A hours must be greater than or equal to the employee's duty hours.
Action	Edit the employee's T&A record and enter enough time to total more than the duty hours on their T&A Profile.

Message	**Warning:** Verify that the annual and sick leave accrual information is correct for this status change record.
Description	If the status change type and status change day fields of an employees T&A Profile are set to a value other than "None" this warning message will be displayed during validation
Action	Since the message is a warning, the employee or timekeeper can validate the T&A. If the status change type and status change day fields where meant to be set, then ignore the warning and continue validation of the T&A. If not, edit the employee's T&A Profile and set the Status Change Type and Status Change Day fields to "None".

Message	**Error:** Base Time in Pay + Unpaid Absence Hours <Total T&A Hours> may not exceed <max base hours> unless excess hours are less than or equal to unpaid absence.
Description	Indicates that the total number of hours on the T&A is greater than the maximum base hours and the amount of time that is over the maximum base hours is greater than the amount of unpaid absence on the T&A. The maximum base hours is either 80 hours or for part time employees, the duty hours listed on there T&A profile.

Action	Edit the employees T&A record and adjust the excess hours so they are less or equal to the amount of unpaid absence, or increase the amount of unpaid absence to match the amount of excess time.

Message	**Error:** Base Time in Pay <T&A Hours> may not exceed <Maximum Base Hours>
Description	Indicates that the total number of hours on the T&A is greater than the maximum hours allowed. The maximum base hours is either 80 hours or for part time employees, the duty hours listed on there T&A profile.
Action	Edit the employees T&A record and adjust the hours so they are less or equal to the maximum allowed.

Message	**Error:** Unpaid Absence <Hours> may not exceed <Maximum Base Hours>
Description	The amount of unpaid absence for the employees T&A is greater than the maximum allowed. The maximum base hours is either 80 hours or for part time employees, the duty hours listed on there T&A profile.
Action	Edit the T&A and adjust the unpaid absence hours to be less than the maximum allowed.

Message	**Error:** Transaction 32-Comp Time Worked requires prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction Comp Time Worked requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Error:** Transaction 32-Comp Time Worked-Religious requires prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction Comp Time Worked requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Error:** Transaction 32-Comp Time Worked-TeleWrk requires prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 25-Overtime > 40 - NightDiff may require prior supervisory approval
Description	The employee has entered the transaction 25-Overtime > 40 – NightDiff on their T&A Data Entry page.
Action	Since the message is a warning, the employee or timekeeper may validate the T&A.

Message	**Warning:** Transaction 25-Overtime > 40 – NightDif-TelWrk may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 26-Overtime > 8 - NightDiff may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 26-Overtime > 40 – NightDif-TelWrk may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 29-Credit Hrs Worked may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 29-Credit Hrs Worked - TelWrk may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 35-LMR-Basic Neg,Reneg,Reopenr may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 36-LMR-Midterm Neg (Impa-Impl) may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 37-LMR-Ongoing LMR may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 38-LMR-Grv,Appl,Arb,EECO,MSPB may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 38-LMR-Grv,Appl-Artcl9-Sctn[A] may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 60-Comp time Used-Relig Obser may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 64-Comp Leave Used may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction 64-Comp Leave Used-FMLA may require prior supervisory approval
Description	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Suffix contains non-numeric character: <suffix value>
Description	The employee has entered a suffix value for a T&A transaction that is not numeric.
Action	Edit the employees T&A data entry page and edit the transaction that contains a non-numeric value for its suffix. Change the suffix to a numeric value.

Message	**Error:** Transaction <Transaction Description> must have a suffix code for wage Grade employee
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 32-Comp Time Worked must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 32-Comp Time Worked-TeleWrk must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 61-Annual Leave must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 61-Annual Leave-FMLA must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 62-Sick Leave must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 62-Sick Leave-FMLA must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 63-Restored Annual Leave must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 63-Restored Annual Leave-FMLA must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 64-Comp Leave Used must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Error:** Transaction 64-Comp Leave Used-FMLA must have a suffix code of 1,2,3 or 4 for Wage Grade employee.
Description	The employees pay plan requires that the transaction specified by the message must be accompanied by a suffix code.
Action	Edit The T&A data and enter a suffix code the transaction in question.

Message	**Warning:** Personal Leave Ceiling should not be greater than 720 unless this employee is an approved leave recipient
Description	Indicates that the employees leave ceiling has exceeded 720 hours.
Action	Edit the time sheet and remove the excess leave or edit the employees T&A Profile to adjust there leave balance ceiling.

Message	**Warning:** Personal Leave Ceiling is automatically adjusted at the beginning of the leave year. Please verify that the ceiling is correct.
Description	The employees Personal leave ceiling is adjusted when the time sheet is built into pay period 01 of the new leave year. This warning is only to notify the timekeeper to make sure the adjusted value of the leave ceiling is accurate.
Action	As a Timekeeper, Open the T&A profile for the employee and verify the accuracy of the leave ceiling value. No time sheet changes are required.

Message	**Warning**: Cannot validate account <Account Name> against agency's established accounting structures
Description	This only applies to agencies with customized external account validations.
Action	Edit the T&A data and select an account that conforms to the agencies accounting structure.

Message	**Warning**: Cannot validate stored account (<Account Name>) against agency's established accounting structures.
Description	Account structure validations are custom enhancements.
Action	Edit the T&A data and select an account that conforms to the agencies accounting structure.

Message	**Error:** All Time in Pay and Dollar transactions must be charged to the same account when storing accounting.
Description	webTA requires accounting to be entered on all in-pay transactions when storing an account, and the must all be the same.
Action	Edit the T&A data and change all accounts to be the same for each transaction.

Message	**Warning**: Account <Account Name> is not assigned to the employee or their timekeeper. An account should be in the employee or timekeeper's account table.
Description	This message should only be generated if the account was in one of the tables at the time the payroll transaction was entered, and subsequently removed. This message applies to manually recorded accounts and to either locally stored or NFC stored accounts. If the account that was previously stored is removed from your list of valid accounts, this message will be generated.
Action	Edit the T&A transaction in question and select an active account.

Message	**Error:** Accounting is required for Work Time transaction <v_TCDescription>.
Description	Unless using stored accounting, work time transactions require an account to be selected.
Action	Edit the T&A transaction in question and select an account on the Work Time Activity page.

Message	**Error:** Accounting is required for Dollar transaction <v_TCDescription>.
Description	Unless using stored accounting, dollar transactions require accounting.
Action	Edit the T&A transaction in question and select an account on the Work Time Activity page.

Message	**Error:** Accounting is required for Donation transaction <v_TCDescription>.
Description	Unless using stored accounting, leave donation transactions require accounting. If you are using the leave request module and completed the leave donation online in webTA, the donation record is where you specify the account to be charged. webTA creates the payroll transaction from the leave donation.
Action	Edit the T&A transaction in question and select an account on the Work Time Activity page.

Message	**Error:** There must be as least one Work Time transaction when storing an account.
Description	You cannot specify to store an account unless there is at least one Work Time transaction on which you select the account to be stored.
Action	Open the T&A Data Entry page and enter a transaction.

Message	**Error:** Account Data Code is set to use NFC stored account, but the NFC stored account does not exist - store an NFC account by using Store Account (NFC) for Account Data Code.
Description	webTA requires that an account be stored by webTA before stored accounting can be used. If you are new to webTA and have an account already stored at NFC, you must re-store the account using webTA.
Action	Edit the employees T&A Profile and specify an account to be used for stored accounting.

Message	**Error:** Account Data Code is set to use, but the local stored account does not exist - store a local account by using Store Account (Local) for Account Data Code.
Description	webTA requires that an account be stored by webTA before stored accounting can be used.
Action	Edit the employees T&A Profile and specify an account to be used for stored accounting.

Message	**Error:** <Transaction Description> transactions cannot have an amount in week 2.
Description	Parking Subsidy, Mass Transit Subsidy and Travel Reimbursements.
Action	Edit the T&A data an remove any time entered in the second week for the transaction.

Message	**Error:** There must be payroll transactions unless Oath of Office or Final Report.
Description	The employees T&A data entry page contains no transaction data.
Action	Open the T&A data entry page and enter T&A data.

Message	**Error:** Transaction <Transaction Description> may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule. Ensure that it is not used during the Status End portion of the split TA.
Description	Credit Hours earned or used may only be used with flexible work schedules.
Action	Edit the T&A data and remove the transaction in question.

Message	**Warning:** Transaction <Transaction Description> may not be used when AWS is 4 Ten Hour Days, Five/Four/Nine or Normal Schedule. Ensure that it is not used during the Status Start portion of the split TA.
Description	Credit Hours earned or used may only be used with flexible work schedules.
Action	Edit the T&A data and remove the transaction in question.

Message	**Warning:** Transaction <Transaction Description> may require prior supervisory approval.
Description	Leave, union and overtime transactions generally require prior supervisory approval. The following transactions are included: Overtime Travel/FLSA, Overtime Travel/Title V, Over 40 OT with Night Diff, Over 8 OT with Night Diff, Credit Hours Earned, Comp Earned/Religious, Comp Time Earned, Base/Negotiations/Reopen, Base/Midterm Negotiations, Base/Labor-Management, Base/Grievances/Appeals, Comp Used/Religious and Comp Time Used.
Action	The transaction requires that an approved Premium Pay request be submitted by the employee and approved by their Supervisor.

Message	**Warning:** Transaction <Transaction Description> cannot be used with pay plan <Pay Plan Description>. Confirm that the transaction is not used during the <Play Plan Description> portion of the split TA.
Description	The transaction in question cannot be used by an employee whose plan is set to the value specified in the warning message.
Action	Edit the T&A transaction and change the transaction code to an acceptable code.

Message	**Warning:** Transaction <Transaction Description> is not valid for the agency in the Status End portion of the split TA. Ensure that it is not used during the Status End.
Description	The transaction in question is not valid for use in the status end portion of split T&A.
Action	Edit the T&A transaction in question and select a valid transaction code.

Message	**Warning:** Transaction <Transaction Description> is not valid for the agency in the Status Start portion of the split TA. Ensure that it is not used during the Status Start.
Description	The transaction in question is not valid for use in the status start portion of split T&A.
Action	Edit the T&A transaction in question and select a valid transaction code.

Message	**Warning:** Prefix contains non-numeric character: <Prefix>.
Description	The value entered for a prefix field is non-numeric
Action	Edit the transaction in question and enter a valid prefix value.

Message	**Warning:** Suffix contains non-numeric character: <Suffix>
Description	The value entered for a suffix field is non-numeric
Action	Edit the transaction in question and enter a valid suffix value.

Message	**Warning:** Verify that the annual and sick leave accrual information is correct for this status change record.
Description	When an employee is either on status start (new employee) or status end (departing employee), webTA may not be able to accurately calculation the leave accrual based on actual days the employee is working in that pay period. This warning will notify the Timekeeper to make sure leave accrual information is correct for the employee.
Action	As a Timekeeper, open the Leave page and verify leave accrual category and hours are correct.

Message	**Error**: Prefix may only be 15, 20, or 25 for Danger Pay.
Description	The employee has used the transaction Danger Pay on their time sheet. But, they have entered a prefix code that is not valid.
Action	Edit the transaction in question and enter a valid value for the profix/

Message	**Error:** Transaction <v_TCDescription> may not have prefix codes for <payPlan.description> employee.
Description	Pay plans other than Wage Grade, Other Regular and Other Special Police should not have a manually recorded prefix. There are some transaction codes, such as Religious Comp Time Earned that include a prefix automatically. They are excluded from this Error.
Action	Edit the transaction in question and remove the prefix value.

Message	**Warning:** Transaction <v_TCDescription> <v_Prefix> is not a valid prefix.
Description	4, 8, 15, 20, 25, 50, 97 and 99 are generally the only valid prefix codes.
Action	Edit the transaction question and enter a valid prefix value.

Message	**Error:** Transaction <v_TCDescription> must have a suffix code for Wage Grade employee.
Description	Most work time transactions require a suffix code for wage grade employees. Trips in Government Car, Holiday Worked, Remote Worksite Allowance, and Quarters Deductions are excluded.
Action	Edit the transaction in question and enter a valid suffix code.

Message	Error: Transaction <v_TCDescription> must have a suffix code of 1, 2 or 3 for Wage Grade employee. The following transactions must have a suffix code of 1, 2 or 3 for Wage Grade Employees: Comp Time Earned, Shore Leave Used, Family Friendly Sick Leave, Annual Leave, Sick Leave, Restored Annual Leave, Comp Time Used, and Home Leave Used.
Description	The employee has entered a suffix code that is not valid for the transaction in question.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error**: Transaction <v_TCDescription> may not have a suffix code of 5, 6 or 7 for Wage Grade employee. The following transactions may not have suffix code 5, 6 or 7 for wage grade employees: Credit Hours Used, Shore Leave Used, Comp Used/Religious, Family Friendly Sick Leave, Annual Leave, Sick Leave, Restored Annual Leave, Comp Time Used, Military Regular Used, Time Off/ Incentive Award, OWCP Injury Leave, Military Emergency Leave and Home Leave Used.
Description	The employee has entered a suffix code that is not valid for the transaction in question.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error**: On transaction <v_TCDescription> suffix code <v_Suffix> is not valid for Wage Grade employee.
Description	Suffix code, if used, must be 1, 2, 3, 5, 6 or 7 for wage grade employees.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error**: Transaction <v_TCDescription> may not have suffix 2 for <payPlan.description>. GS Regular, Firefighters, FCS, Other Regular and Special Police may only use suffix 2 on the following transactions: Base/Negotiations/ Reopen, Base/Midterm Negotiations, Base/Labor-Management, Base/ Grievances/Appeals, Shore Leave Used, Comp Used/Religious, Family Friendly Sick Leave, Annual Leave, Sick Leave, Restored Annual Leave, Comp Time Used, Military Regular Leave, Admin/Excused Absence, Time Off/Incentive Award, OWCP Injury Leave, Military Emergency Leave, Home Leave Used, Court Leave, and Holiday Off.
Description	The employee has entered a suffix code that is not valid for the transaction in question.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error**: Transaction <v_TCDescription> may not have suffix 3 or 4 for <payPlan.description>.
Description	Only union transactions may have a suffix of 3 or 4 for GS and other pay plans.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error**: Only Full Time GS or Other employees may have suffix 3 or 4 on transaction <v_TCDescription>. GS and Other employees must be full-time to use suffix codes 3 and 4 on transactions other than union transactions.
Description	The employee has entered a suffix code that is not valid for the transaction in question.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error:** Transaction <v_TCDescription> may not have suffix code <v_Suffix> for pay plan <payPlan.description>.
Description	With the exceptions noted above, GS and Other employees may not have suffix codes on time in pay transactions.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error**: Transaction <v_TCDescription> may not have suffix code for pay plan <payPlan.description>. Admin/Excused Absence transactions, including holiday, are the only transaction codes that may have a suffix code for Wage Marine employees.
Description	The employee has entered a suffix code that is not valid for the transaction in question.
Action	Edit the transaction in question and enter a valid suffix code.

Message	**Error**: Base hours recorded cannot be less than Duty Hours. Base hours: <baseTotPayPer>, Duty Hours: <rec.dutyHours>
Description	Unless the T&A record is a status change start or status change end, indicating that an employee starts service or ends service in the middle of a pay period, the T&A must account for the number of assigned duty hours in their T&A Profile. For most full-time employees the duty hours are 80.
Action	Edit the T&A data entry data and enter time that totals to the number of hours specified in the Duty Hours field of the employees T&A Profile.

Message	**Error**: Base Time in Pay + Unpaid Absence hours, <baseTotPayPer>, may not exceed <Maximum Base Hours> unless excess hours are less than or equal to unpaid absence.
Description	Each employee has a certain max base hours based on this tour of duty. This validation ensures that the employee has not recorded too many hours. If base hours are greater than max base hours, then the excess hours may not exceed the unpaid hours.
Action	Review the employee time sheet for hour usage and make the necessary adjustments to make sure the correct number of hours are recorded in the base time and unpaid absence.

Message	**Error**: Base Work Time, <XX>, may not exceed <XX>.
Description	This error is generated when the employee's base hours exceed the max base hours. Max base hours are calculated based on the employee's tour of duty.
Action	Review the employee time sheet and make adjustments such that the base hours do not exceed max base hours.

Message	**Error**: Unpaid Absence, <XX>, may not exceed <XX>.
Description	This error is generated when employee unpaid hours exceed max base hours. Max base hours are calculated based on the employee's tour of duty.
Action	Review the employee time sheet and make adjustments such that unpaid hours do not exceed max base hours.

Message	**Warning**: Base Work Time exceeds 10 hours on <Date>.
Description	This warning is generated when an employee works more than 10 base hours on any day.
Action	This is a warning, if the employee's schedule allows him to work more than 10 base hours a day, this warning can be ignored.

Message	**Error:** Week <week> Base Time in Pay + Unpaid Absence, <XX>, may not exceed <XX> hours unless excess hours are less than or equal to unpaid absence.
Description	Total base hours per week are base paid hours for that week plus base unpaid hours for the week. Combined they can not exceed the base max hours for that particular week.
Action	Review employee time sheet and the make necessary adjustments so that weekly max base hours are met.

Message	**Error**: Week <week> Base Paid Hours, <XX>, may not exceed <XX> hours.
Description	Weekly base paid hours can not exceed max base hours for that particular week.
Action	Review the employee time sheet and make necessary adjustment to base paid hours so that the weekly max base hours are met

Message	**Error:** Week <week> Unpaid Absence, <XX>, may not exceed <XX> hours.
Description	Weekly base unpaid hours can not exceed max base hours for that particular week.
Action	Review the employee time sheet and make the necessary adjustments to base unpaid hours so that weekly max base hours are met

Message	**Error:** Over 40 overtime (and other premium) transactions cannot be used in week <week> until 80 hours of base time is recorded for the pay period for 5/4/9 and variable workweek schedules.
Description	Over 40 overtime transaction codes can only be used when the employee meets his duty hours for the week.
Action	Review the employee time sheet and make sure the employee's base paid time meets the max base hours for the week before overtime can be earned.

Message	**Error:** Over 40 overtime (and other premium) transactions cannot be used in week <week> until base weekly hours are balanced with in-pay hours.
Description	Over 40 overtime transaction codes can only be used when the employee meets his duty hours for the week.
Action	Review the employee time sheet and make sure the employee's base paid time meets the max base hours for the week before overtime can be earned.

Message	**Warning**: Weekly base hours should be 35 in one week and 45 in the other or 36 in one week and 44 in the other for 5/4/9 schedule.
Description	This warning indicated the weekly base hours allowed in each week for the 5/4/9 alternative schedule.
Action	Review the employee time sheet and make sure the employee's hours are recorded as per the alternative schedule requirements.

Message	**Error**: Day <Pay Period Day> base hours are not balanced.
Description	This error is generated when daily base hours are not balanced
Action	Review the employee time sheet and adjust the daily base hours as required by their tour of duty and alternative schedule.

Message	**Error**: Day <Pay Period Day> Base Time in Pay + Unpaid Absence exceeds <maxBaseHours> and excess hours are not less than or equal to unpaid absence.
Description	This validation ensures that the employee has not recorded too many hours for a particular day. If the base hours per day are greater than the max base hours per day, then excess hours may not exceed unpaid hours per day.
Action	Review the employee time sheet and make the necessary adjustment so that daily max base hours are met.

Message	**Error**: Base Time in Pay exceeds <maxBaseHours> hours for day <Pay Period Day>.
Description	This error is generated when the employee's base paid hours per day allowed by their tour of duty and alternative schedule exceed the max base hours for that day.
Action	Review the employee time sheet and make necessary adjustment so that daily max base hours are met.

Message	**Error**: Unpaid Absence exceeds <maxBaseHours> hours for day <Pay Period Day>.
Description	This error is generated when the employee's base unpaid hours per day allowed by their tour of duty and alternative schedule exceed the max base hours for that day.
Action	Review the employee time sheet and make the necessary adjustments so that daily max base hours are met.

Message	**Error**: Day <Pay Period Day> Over 8 overtime cannot be used until base daily hours in pay are balanced.
Description	The over 8 overtime transaction is not allowed to be used unless daily base hours are met. The base daily hours are based on the employee's tour of duty and alternative schedule.
Action	Review the employee time sheet and make the necessary adjustments so daily base hours are met in order to be able to use over 8 overtime.

Message	**Error:** Separate Maintenance Allowance is recorded for <Number of Days> days and may not exceed 14 days.
Description	This is a restriction imposed by TC – 51, Separate Maintenance Allowance which may not exceed 14 days.
Action	Review the employee time sheet and make the necessary adjustments such that this condition is met when transaction code 51 is used.

Message	**Error**: Danger Pay Allowance is recorded for <Number of Hours> hours and may not exceed 80 hours.
Description	Danger pay transaction, TC 41, usage can not exceed 80 hours.
Action	Review employee time sheet and make necessary adjustments such that this condition is met when transaction code 41 is used.

Message	**Error**: On day <Pay Period Day> hours are recorded after Status End Date.
Description	For employees who are on status end status, they can not record time on a day that is past their status end day on the T&A profile screen.
Action	Review the T&A profile information for the employee to find out their last day of the pay period and then make sure no hours are recorded past that day on the time sheet.

Message	**Error**: On day <Pay Period Day> hours are recorded before Status Start Date.
Description	For employees who are on the status start status, they can not record time on a day that is before their status start day on the T&A profile screen.
Action	Review the T&A profile information for the employee to find out their first day of the pay period and then make sure no hours are recorded before that day on the time sheet.

Message	**Error**: There are <daysBase> days with base time. Four/Ten schedule requires 8 and only 8 days with base time recorded.
Description	This error is generated when the employee on a Four/Ten schedule has time recorded for more than 8 days on the time sheet. Four/Ten schedule allows only 4 Ten hours day per week.
Action	Review the employee time sheet and make adjustments such that the hours are correctly recorded according to the alternative schedule requirements.

Message	**Error**: There are \<daysBase\> days with base time. Five/Four/Nine schedule requires 9 and only 9 days with base time recorded.
Description	This error is generated when an employee on a Five/Four/Nine schedule has time recorded on more than 9 days on the time sheet. Five/Four/Nine schedule allows only 5 days in week 1 and 4 days in week 2 with one week containing 8 hours and the other week containing 9 hours per day.
Action	Review the employee time sheet and make adjustments such that hours are correctly recorded according to the alternative schedule requirements.

Message	**Error:** On day \<theDay\>, Shore Leave Used must be in 8-hour increments.
Description	This error is generated when Shore leave is not used in 8 hours increments. This is a requirement for using Shore leave.
Action	Review the employee time sheet and make the necessary adjustments so that the Shore leave usage requirement is met.

Message	**Error:** Holiday Worked on day \<theDay\> may only be recorded in conjunction with and may not exceed hours for Admin/Excused Absence, OWCP Injury Leave, Military Regular Leave and/or Military Emergency Leave.
Description	TC 31, holiday worked, may only be used when tc 65, 66, 67 or 68 is also used, if admin/excused (TC66) has a suffix of 3 or 4 for GS/Other or 5,6, or 7 for WG, then the number of hours of those admin hours must be >= the holiday worked hours
Action	Review the employee time sheet and make the necessary adjustments so that this condition is met.

Message	**Error:** On day \<theDay\> \<numHours\> hours of Admin/Excused absence with suffix for Sunday differential is recorded but only \<numHours\> of Holiday Worked is recorded.
Description	The number of Admin/Excused Absence hours recorded with the suffix cannot exceed the number of Holiday Worked hours.
Action	Adjust the transaction in question and make the Admin/Excused Absence hours less than or equal to the number of holiday hours worked.

Message	**Error:** Annual leave donated may not exceed the available balance.
Description	The employee has attempted to donate an annual leave amount that is greater than their current annual leave balance.
Action	Adjust the amount for the donated annual leave that it is less then the current annual leave balance.

Leave Balance Messages

Message	**Warning:** Annual leave balance is less than total possible to accrue by the end of the year.
Description	webTA calculates the total number of hours of leave you can accrue to the end of the year, including changes in leave earning category and extra year-end accruals for some employees. The advanced annual leave cannot exceed that amount.
Action	

Message	**Error:** Sick leave balance cannot be less than minus <maxAdvSick> hours.
Description	You cannot have a negative sick leave balance that exceeds 3 times your duty hours.
Action	Edit the sick leave transaction and reduce the number of hours entered or remove the sick leave transaction from the T&A Data Entry page.

Message	**Error:** Compensatory leave used may not exceed the available balance.
Description	The employee has entered more time for a compensatory leave transaction then they have available.
Action	Edit the transaction in question and reduce the amount of hours entered.

Message	**Error**: Restored annual leave used may not exceed the available balance.
Description	The employee has entered more time for an annual leave transaction then they have available.
Action	Edit the transaction in question and reduce the amount of hours entered.

Message	**Error**: Time off award used may not exceed the available balance.
Description	The employee has entered more time for a time off award leave transaction then they have available.
Action	Edit the transaction in question and reduce the amount of hours entered.

Message	**Error**: Credit leave used may not exceed the available balance.
Description	The employee has entered more time for a credit leave transaction then they have available.
Action	Edit the transaction in question and reduce the amount of hours entered.

Message	**Error**: Credit leave balance may not be greater than 24 hours.
Description	The employee has enter T&A transactions that cause their credit leave balance to exceed 24 hours
Action	Edit the T&A and adjust the number of credit hours so that the balance does not exceed 24 hours.

Message	**Error**: Credit leave balance may not be greater than 1/4 of duty hours.
Description	This error is generated when an employee has a credit hours balance of more than ¼ of the duty hours. Employees have a limit on how much credit hours they can accrue.
Action	If the employee accruals are above ¼ of their duty hours then they have to use some before earning additional hours.

Message	**Error**: Military regular balance may not exceed 30 days.
Description	This error is generated if your Military regular leave balance exceeds 30 days.
Action	If the employee's agency does not impose this requirement then the master timekeeper will be able to force validate the time sheet. Otherwise the employee will have to make changes to the time sheet so that the 30 days max requirement is met.

Message	**Error**: Military emergency balance may not exceed 176 hours.
Description	This error is generated when an employees Military emergency leave balance exceeds 176 hours.
Action	If the employee's agency does not impose this requirement then the master timekeeper will be able to force validate the time sheet. Otherwise the employee will have to make changes to the time sheet so that the 196 hours max requirement is met.

Message	**Error**: Military regular used cannot exceed 14 days.
Description	During a pay period, Military regular used can not exceed 14 days.
Action	If the employee's agency does not impose this requirement then the master timekeeper will be able to force validate the time sheet. Otherwise the employee will have to make changes to the time sheet so that 14 days max requirement is met.

Message	**Warning**: Current advanced comp. time off balanced should be repaid with eight pay periods
Description	This warning indicates that the employee has a positive comp time balance that should be used within eight pay periods of earning it
Action	If the employee's agency does not impose this requirement then this warning can be ignored.

Leave Transfer Program Messages

Message	**Warning**: Total donations to voluntary leave transfer for the year may have exceeded the limit set by your agency. This may be due in part to the fact that there is projected use-or-lose leave.
Description	This warning is displayed for employees who are participating in the leave transfer program. There might be a limit imposed by the employee's agency that limits how much an employee can donate to the voluntary leave transfer program.
Action	If the employee's agency does not impose this requirement then this warning can be ignored.

Message	**Warning**: Total donations to voluntary leave transfer for the year may have exceeded the limit set by your agency. This may be due in part to the fact that there is projected use-or-lose leave.
Description	This warning is displayed for employees who are participating in the leave transfer program. There might be a limit imposed by the employee's agency that limits how much an employee can donate to the voluntary leave transfer program.
Action	If the employee's agency does not impose this requirement then this warning can be ignored.

Message	**Warning**: Total donations to emergency leave transfer for the year may have exceeded the limit set by your agency.
Description	This warning is displayed for employees who are participating in the leave transfer program. There might be a limit imposed by the employee's agency that limits how much an employee can donate to the emergency leave transfer program.
Action	If the employee's agency does not impose this requirement then this warning can be ignored.

Message	**Error:** Voluntary leave transfer has been used despite non-zero Annual or Sick Leave balance.
Description	If you are an approved leave recipient in the Voluntary Leave Transfer Program, you must use your entire accrued annual and sick leave before you can use donated leave. Deferred leave accruals do not have to be used before using the transferred leave. If you work part or all of a pay period, the leave accruals attributed to the time you are working must be used before continuing the use of donated leave.
Action	The employee should adjust their time sheet so as to use annual or sick leave before using donated leave.

Message	Part time unapplied hours for annual and sick leave may never exceed 19 hours and 45 minutes.
Description	If AL earning category is 6, unapplied should not exceed 12:45. If AL earning category is 8, unapplied should not exceed 9:45. In the pay period where an annual leave earning category changes, the unapplied hours may exceed that limit.
Action	

Message	**Error:** A correction record cannot be coded as a Final Report
Description	Correction record leave balances are rolled forward after the build. Final report cause records to be deactivated after the build. Both actions can not happen at the same time.
Action	Let the correction be built first and then it can be deactivate manually.